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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 12-27	Cultural Affairs Assistant	December 12, 2012
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OPEN TO:	All Interested Candidates
POSITION:	Cultural Affairs Assistant, FSN-9/FP-5(steps 1 through 4)*
OPENING DATE:	December 12, 2012
CLOSING DATE:	January 11, 2013
WORK HOURS:	Full-Time (40 hours per week)
SALARY:	*Not-Ordinarily Resident: US\$ 50,043 (yearly gross starting salary) (FP-5 to be confirmed by Washington) *Ordinarily Resident: PLN 108,296 (yearly gross starting salary) (Position Grade: FSN-9) Members of Household (MOH): US\$ 42,948 (yearly gross starting salary)

IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Warsaw is seeking an individual for the position of Cultural Affairs Assistant (CAA) in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Cultural Affairs Officer (CAO), the CAA manages speaker, exchange, and cultural programs and provides expertise and contacts for the non-governmental sector in Poland. The incumbent also prepares recommendations on grants to support the areas indicated below.

The CAA organizes programs for both visiting and target of opportunity speakers, from both the US Government and non-profit sector, and contacts governmental and non-governmental institutes, think tanks, and foundations to identify common projects suitable for these speakers and experts.

Nominates and supports participant travel in special, non-scheduled International Visitor (IV), Voluntary Visitor, and other types of educational and training programs. Identifies application or selection process, initiates interviews, and helps select candidates for these programs. Assists with coordination of IV and VolVis programs for NGO sector nominees.

In coordination with the Social Media Specialist, incorporates a broad range of social media outreach tools (Twitter, Facebook, website, new technology) to engage in "digital diplomacy" with Polish public and contacts on issues of bilateral interest, as well as to promote cultural affairs programs. Serves on the Mission's Digital Diplomacy Team.

Maintains contacts with top-level officials in non-governmental organizations and local governments, as well as newly emerging leaders in the NGO sector, academe and the business community. Formulates Mission programs for outreach and cooperation with NGOs in support of Mission goals, including formulating and implementing programs to promote tolerance, religious diversity, civil society and sharing the Polish experience in democracy building with eastern neighbors. Identifies NGOs throughout Poland for their potential to be viable partners in supporting Public Affairs' activities and programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

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QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: A university degree in arts, culture, education, social sciences, American studies, international relations, or English is required.
2. Prior Work Experience: At least three years of progressively responsible and directly related job experience, such as in cultural activities, social development, or with a non-governmental organization (NGO) is required.
3. Language Proficiency: Level 4 (fluent) spoken and written English is required.
Level 4 (fluent) spoken and written Polish is required.
4. Job Knowledge: Familiarity with public affairs programs in general, and with governmental and non-governmental organizations that deal with tolerance and religious diversity issues in Poland. Creativity in suggesting and developing cultural activities that support Holocaust remembrance and education, as well as Jewish and other religious cultures in Poland. Basic understanding of U.S. foreign policy priorities is a plus, as well as understanding the Polish experience in supporting democracy efforts with its eastern neighbors. Experience working with NGOs and other research institutions or think-tanks in organizing speaking events would be an important asset. Any experience using Social Media tools to promote programs and events would be a definite plus.
5. Skills and abilities: Strong interpersonal skills are necessary in dealings with both colleagues and contacts, including NGO officials, visitors, and other Mission clients. Skill in researching available resources, in order to locate further opportunities for the Mission with NGOs, and governmental organizations is required. Ability to develop and maintain important new contacts, assuring that they are included in future PAS activities is required. Strong keyboard skills are required to draft memos, highlight reports and to draft other forms of required communications. The ability to work with the public and to provide information about U.S. policies, programs, and procedures is required. Solid organizational ability is also required, in order to keep track of office contacts, correspondences, and assigned programs, and to prioritize the workflow in a very busy office.

SELECTION PROCESS

When fully qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

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5. EFM's who are departing post in less than a year are not eligible to apply.
6. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.

TO APPLY

Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UEA (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
e-mail: WarsawHRAApplications@state.gov
Fax: 22- 504-2265

CLOSING DATE FOR THIS POSITION: January 11, 2013

The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

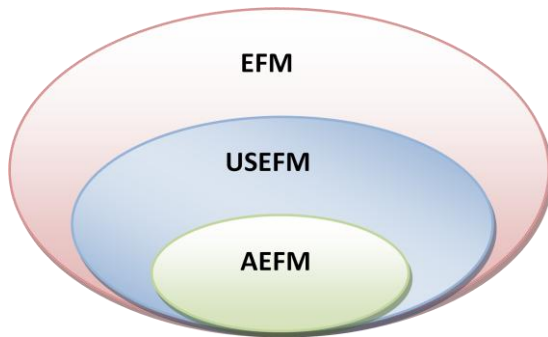
DISTRIBUTION: All Employees of the Mission

Cleared: CAO:MWenig
HRO:KBraich
Drafted: HR:UPiatkowska

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Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

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Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References